

U. S. Department of Labor



Employment and Training Administration

Dallas / Denver Region IV

Dallas Regional Office
525 Griffin St., Room 403
Dallas, Texas 75202

Denver Affiliate Office
1999 Broadway, Suite 1780
P.O. Box 4650
Denver, Colorado 80202

September 23, 2003

DALLAS REGION: INFORMATION NOTICE NO. 03-04

TO: SHREVEPORT JOB CORPS CENTER DIRECTOR
GARY JOB CORPS CENTER DIRECTOR
LITTLE ROCK JOB CORPS CENTER DIRECTOR
ROSWELL JOB CORPS CENTER DIRECTOR
RESCARE, INC.
MANAGEMENT AND TRAINING CORPORATION
REGIONAL FIELD COORDINATOR, HOME BUILDERS INSTITUTE
REGIONAL FIELD COORDINATOR, PLASTERS & CEMENT MASONS

FROM: JUNE C. BOSWELL
Acting Regional Director
Office of Job Corps

SUBJECT: Career Transition Services Workgroup

1. Purpose. To convene a Career Transition Services (CTS) Workgroup that will provide knowledge and insight on CTS program practices for the development of a CTS program manual.
2. Background. In an effort to strengthen the CTS program in the Region and enhance long-term placement, a regional workgroup will be convened. The workgroup will develop a CTS program and assessment guide.

Identified Workgroup Participants:

Lionel Fraser, Shreveport
Juanita Barone, Gary
Cynthia Cooper, Little Rock
Rosie Martinez, Roswell
Melanie Walker, ResCare, Inc.
Marlene Broomer, Management and Training Corporation
NTC Field Representative, Home Builders, Inc.
David Neal, Field Coordinator, Plasterers and Cement Masons
Molly Ramirez, Regional CDSS Consultant
June Boswell, Acting Regional Director
Sharon Shurr, Regional Office
Arla de Hoyos, Regional CDSS Administrative Assistant



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The workgroup is to meet twice. The first meeting is planned for October 15-16, 2003, in San Antonio, TX, and the second meeting to be held December 2-3, 2003, in New Orleans, LA. There may be workgroup conference calls between the two meetings, and participants will be assigned specific interim tasks.

The Dallas Regional Office will reimburse workgroup participants for travel, lodging, and per diem, upon submission of vouchers. The regional office and Cutting Edge Communications, Inc. are coordinating logistical arrangements and reimbursement details.

An agenda is being developed and will be provided to workgroup participants shortly.

3. Action. Workgroup participants should contact Sharon Shurr in the Regional Office to confirm their availability to serve on the workgroup by September 26, 2003.
4. Expiration Date. None
5. Inquiries. Please direct any inquiries to this information notice to Sharon Shurr, (214) 767-0828.